WORK EXPERIENCE HOURLY RECORD

CNET FORM 1560/3 (Rev. 4/87)

APPRENTICE NAME (Last, First, Middle)

- 1. Print legibly.
- 2. Enter completed hours daily.
- 3. Have work center supervisor or leading petty officer verify hours at the end of each week.
- 4. Have Division Officer or Department Head verify hours at the end of each month.
- 5. Keep this record in your Work Experience Log (in a three-ring binder).

IMPORTANT: See "NOTE" on reverse side before making any entries.

USE ONLY ARROW KEYS OR TAB KEY TO ENTER DATA ON FORM – DO NOT USE THE ENTER KEY

USE U	USE ONLY ARROW KEYS OR TAB KEY TO ENTER DATA ON FORM - DO NOT USE THE ENTER KEY																			
WEEK OF	DATE FROM:				DA	DATE TO: SIGNATURE & TITLE OF SUPERVISOR OR LEADING PETTY OFFICER														
DAY	A	В	С	D	Е	F	G	Н	I	J	K	L	М	N	О	P	Q	R	S	TOTAL HOURS
SUN																				
MON																				
TU																				
WED																				
TH																				
FRI																				
SAT																				
TOTAL HOURS																				

WEEK OF	DATE FROM:				DA	DATE TO:				SIGNATURE & TITLE OF SUPERVISOR OR LEADING PETTY OFFICER											
DAY	A	В	С	D	Е	F	G	Н	I	J	K	L	М	N	О	P	Q	R	s	TOTAL HOURS	
SUN																					
MON																					
TU																					
WED																					
TH																					
FRI																					
SAT																					
TOTAL HOURS																					

WEEK OF	DA	TE FRO)M:		DA	TE TO:		S	SIGNATURE & TITLE OF SUPERVISOR OR LEADING PETTY OFFICER											
DAY	A	В	С	D	Е	F	G	Н	I	J	K	L	M	N	О	P	Q	R	S	TOTAL HOURS
SUN																				
MON																				
TU																				
WED																				
TH																				
FRI																				
SAT																				
TOTAL HOURS																				

WEEK OF	DA	TE FRO	ROM: DATE TO: SIGNATURE & TITLE OF SUPERVISOR OR LEADING PETTY OFFICER																	
DAY	A	В	С	D	Е	F	G	Н	I	J	K	L	М	N	О	P	Q	R	S	TOTAL HOURS
SUN																				
MON																				
TU																				
WED																				
TH																				
FRI																				
SAT																				
TOTAL HOURS																				
WEEK OF	DA	TE FRO	OM:		DA	TE TO:			SIGNAT	URE &	TITLE (OF SUPI	ERVISO	OR OR	LEADI	NG PET	ΓΥ OFFI	CER		
DAY	A	В	С	D	Е	F	G	Н	I	J	K	L	М	N	0	P	Q	R	S	TOTAL HOURS
SUN																				
MON																				
TU WED																				
TH																				
FRI SAT																				
TOTAL HOURS																				
A DMMEN	В	lours" c	olumns i			s period F	and ento	er below H		J	K	L		М	N	O	P	Q	R	S

NOTE: Before verifying hours worked, SIGNING OFFICIAL should be acquainted with apprentice's Work Processes Schedule. Hours spent on military duties, in school, as a supervisor, at meals, etc., DO NOT COUNT as work experience. **Eight hours is considered a normal workday. If longer hours are logged, supervisor must note the circumstances under the "Comments" section**. Hours must be logged in full or half-hour increments only (i.e., 1 or 1.5).

SIGNATURE OF DIVISION OFFICER/DEPARTMENT HEAD:	RANK:	DATE: